

## Chapter SFC 3

### APPLICATION FOR SOCIAL WORKER CERTIFICATION

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**Note:** Chapter SFC 3 was created as an emergency rule effective April 26, 1993.

**SFC 3.01 Application for certification as a social worker.** In addition to paying the fee under s. 440.05 (1), Stats., an applicant for certification as a social worker shall submit a completed, signed application form together with:

(1) A certificate of professional education, signed and sealed by the chancellor, dean or registrar of the school from which the applicant has graduated with a bachelor's, master's or doctoral degree in social work.

(2) Verification that the school or program which awarded the social work degree was accredited by or a pre-accreditation program of, the council on social work education, at the time the applicant graduated from the program or school.

(3) Verification of successful completion of the examination required.

(4) Verification of the applicant's licensure in all jurisdictions in which the applicant has ever been credentialed.

(5) All pertinent information relating to any convictions or pending charges for all crimes and any traffic offenses which did or could result in revocation or suspension of the applicant's driver's license.

**History:** Cr. Register, November, 1993, No. 455, eff. 12–1–93.

**SFC 3.05 Application for certification as an advanced practice social worker.** In addition to paying the fee under s. 440.05 (1), Stats., an applicant for certification as an advanced practice social worker shall submit the completed, signed application form and:

(1) A certificate of professional education, signed and sealed by the chancellor, dean or registrar of the school from which the applicant has graduated with a master's or doctoral degree in social work.

(2) Verification that the school or program which awarded the social work degree was accredited, or a pre-accredited program of the council on social work education, at the time the applicant graduated from the program or school.

(3) Verification of successful completion of the examination required.

(4) Verification of the applicant's licensure in all jurisdictions in which the applicant has ever been credentialed.

(5) All pertinent information relating to any convictions or pending charges for all crimes and any traffic offenses which did or could result in revocation or suspension of the applicant's driver's license.

**History:** Cr. Register, November, 1993, No. 455, eff. 12–1–93.

**SFC 3.07 Application for certification as an independent social worker.** In addition to paying the fee under s. 440.05 (1), Stats., an applicant for certification as an independent social worker shall submit the completed, signed application form and:

(1) A certificate of professional education, signed and sealed by the chancellor, dean or registrar of the school from which the applicant has graduated with a master's or doctoral degree in social work.

(2) Verification that the school or program which awarded the social work degree was accredited, or a pre-accreditation program of the council on social work education, at the time the applicant graduated from the program or school.

(3) An affidavit that the applicant has completed the equivalent of 2 years of full-time practice of social work under the supervision of a supervisor approved by the social worker section after receiving a master's or doctoral degree. Pre-certification supervised practice shall meet the criteria under s. SFC 4.01.

(4) Verification of successful completion of the examination approved by the section, or verification that the applicant has obtained certification of the academy of certified social workers (ACSW) of the national association of social workers.

(5) Verification of the applicant's licensure in all jurisdictions in which the applicant has ever been credentialed.

(6) All pertinent information relating to any convictions or pending charges for all crimes and any traffic offenses which did or could result in revocation or suspension of the applicant's driver's license.

**History:** Cr. Register, November, 1993, No. 455, eff. 12–1–93.

**SFC 3.09 Application for certification as an independent clinical social worker.** In addition to paying the fee under s. 440.05 (1), Stats., an applicant for certification as an independent clinical social worker shall submit the completed, signed application form and:

(1) A certificate of professional education, signed and sealed by the chancellor, dean or registrar of the school from which the applicant has graduated with a master's or doctoral degree in social work with a concentration in clinical social work, including completion of supervised clinical field training.

(2) Verification that the school or program which awarded the social work degree was accredited or a pre-accreditation program of the council on social work education at the time the applicant graduated from the program or school.

(3) An affidavit that the applicant has completed the equivalent of 2 years of full-time practice of social work in clinical social work under the supervision of a supervisor approved by the social worker section after receiving a master's or doctoral degree. Pre-certification supervised practice shall meet the criteria under s. SFC 4.01.

(4) Verification of successful completion of the examination approved by the section, or verification that the applicant is a board certified diplomat (BCD) of the American board of examiners in clinical social work.

(5) Verification of the applicant's licensure in all jurisdictions in which the applicant has ever been credentialed.

(6) All pertinent information relating to any convictions or pending charges for all crimes and any traffic offenses which did or could result in revocation or suspension of the applicant's driver's license.

**History:** Cr. Register, November, 1993, No. 455, eff. 12-1-93.

**SFC 3.11 Temporary certificate.** The social worker section may issue a temporary certificate permitting the use of the title "social worker" to an individual who pays the fee under s. 440.05 (6), Stats., and who meets all the qualifications for the certificate except for passing the required examination. The temporary certificate expires upon notification of failure of the examination results or expiration of the 9 month period, whichever is earlier. The temporary certificate of an individual who fails the examination must be returned to the social worker section. The temporary certificate may not be renewed.

**History:** Cr. Register, November, 1993, No. 455, eff. 12-1-93; am. Register, December, 1995, No. 480, eff. 1-1-96; **CR 01-095: am. Register March 2002 No. 555, eff. 4-1-02.**

**SFC 3.12 Reciprocal certificate. (1)** The social worker section shall grant a certificate as a social worker under s. 457.08 (1), Stats., to an applicant who pays the fee required by s. 440.05 (2), Stats., and provides evidence of all of the following to the section:

(a) The applicant has a current credential as a social worker or the substantial equivalent in good standing in another state or territory of the United States.

(b) The requirements for the grant of the credential in the other state or territory of the United States are substantially equivalent to the requirements for the grant of the certificate under s. 457.08 (1), Stats.

(c) The applicant has disclosed all discipline ever taken or currently pending against the applicant or any professional credential held by the applicant by any credentialing authority of any state or territory of the United States.

(d) If the applicant has been convicted of a crime, or of a traffic offense which did or could result in the suspension or revocation of the applicant's driver's license, or the applicant has such charges pending against the applicant, the applicant has disclosed all information necessary for the section to determine whether the circumstances of the pending charge or conviction are substantially related to the duties of practice under a social worker certificate.

(2) The social worker section shall grant a certificate as an advanced practice social worker under s. 457.08 (1) and (2), Stats., to an applicant who pays the fee required by s. 440.05 (2), Stats., and provides evidence of all of the following to the section:

(a) The applicant has a current credential as an advanced practice social worker or the substantial equivalent in good standing in another state or territory of the United States.

(b) The requirements for the grant of the credential in the other state or territory of the United States are substantially equivalent to the requirements for the grant of a certificate under s. 457.08 (2), Stats.

(c) The applicant has disclosed all discipline ever taken or currently pending against the applicant or any professional credential held by the applicant or by any credentialing authority of any state or territory of the United States.

(d) If the applicant has been convicted of a crime, or of a traffic offense which did or could result in the suspension or revocation of the applicant's driver's license, or the applicant has such charges pending against the applicant, the applicant has disclosed all information necessary for the section to determine whether the circumstances of the pending charge or conviction are substantially related to the duties of practice under an advanced practice social worker certificate.

(3) The social worker section shall grant a certificate as an independent social worker under s. 457.08 (1) and (3), Stats., to an

applicant who pays the fee required by s. 440.05 (2), Stats., and provides evidence of all of the following to the section:

(a) The applicant has a current credential as an independent social worker or the substantial equivalent in good standing in another state or territory of the United States.

(b) The requirements for the grant of the credential in the other state or territory of the United States are substantially equivalent to the requirements for the grant of a certificate under s. 457.08 (3), Stats.

(c) The applicant has disclosed all discipline ever taken or currently pending against the applicant or any professional credential held by the applicant by any credentialing authority of any state or territory of the United States.

(d) If the applicant has been convicted of a crime, or of a traffic offense which did or could result in the suspension or revocation of the applicant's driver's license, or the applicant has such charges pending against the applicant, the applicant has disclosed all information necessary for the section to determine whether the circumstances of the pending charge or conviction are substantially related to the duties of practice under an independent social worker certificate.

(4) The social worker section shall grant a certificate as an independent clinical social worker under s. 457.08 (1) and (4), Stats., to an applicant who pays the fee required under s. 440.05 (2), Stats., and provides evidence of all of the following to the section:

(a) The applicant has a current credential as an independent clinical social worker or the substantial equivalent in good standing in another state or territory of the United States.

(b) The requirements for the grant of the credential in the other state or territory of the United States are substantially equivalent to the requirements for the grant of a certificate under s. 457.08 (4), Stats.

(c) The applicant has disclosed all discipline ever taken or currently pending against the applicant or any professional credential held by the applicant by any credentialing authority of any state or territory of the United States.

(d) If the applicant has been convicted of a crime, or of a traffic offense which did or could result in the suspension or revocation of the applicant's driver's license, or the applicant has such charges pending against the applicant, the applicant has disclosed all information necessary for the section to determine whether the circumstances of the pending charge or conviction are substantially related to the duties of practice under an independent clinical social worker certificate.

**History:** Cr. Register November, 1994, No. 467, eff. 12-1-94.

**SFC 3.13 Social worker training certificate. (1)** APPLICATION REQUIREMENTS. The social worker section shall grant a training certificate to an applicant who submits the fee under s. 440.05 (6), Stats., together with the completed, signed application form and all of the following:

(a) A certified transcript of professional education verifying that the applicant has a bachelor's degree in psychology, sociology, criminal justice or another human service program approved by the section from a college or university accredited by an accrediting body nationally recognized by the secretary of the United States department of education. The certified transcript shall be sent directly to the section by the college or university.

1. To qualify as "another human service program approved by the section" under s. 457.09 (1) (c), Stats., the program shall include a major that meets the criteria in sub. (1) (a) and the applicant shall have obtained a grade point average of 2.5 or greater in the major. The major shall include all of the following:

a. Focus predominantly on course content related to providing services to individuals with difficulties in psychological and social functioning.

b. Include a course with significant content in professional ethics and values in the context of the helping professions.

c. Include a course designated as a senior seminar or capstone course in the applicant's major that pulled together all the themes of the helping professions or that applicant's major.

2. In subd. 1., "major" means an organized course of study recognized on the transcript as a major by the degree-granting institution. A collection of 30 semester credits or 40 quarter credits not defined as a particular course of study by the degree-granting institution would not qualify as a human services major. "Individualized" majors developed in conjunction with the degree-granting institution and recognized as majors by the institution will be considered as majors, and evaluated in relation to the criteria under subd. par. a., for predominant focus of coursework.

3. In subdivision paragraph a., "predominantly" means comprising at least 30 semester hours or 40 quarter credits of the major program in which the degree is granted.

**Note:** Related course content includes courses typically included in human services program content, such as: psychology, sociology, crisis intervention, working with diverse populations, family dynamics, therapeutic interviewing, rehabilitation, gerontology, adolescence or child welfare, interview, observation and recordkeeping skills, individual and group counseling techniques, program planning, internships, clinical placements and field practicums.

(b) Verification that the applicant is seeking to attain social worker degree equivalency under s. 457.09 (4), Stats., during the period in which the certificate is valid.

(c) Information requested by the section relating to any convictions or pending charges against the applicant for any criminal or traffic offenses.

**Note:** Application forms are available upon request to the Social Worker Section at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

**(2) SOCIAL WORKER DEGREE EQUIVALENCY.** To attain social worker degree equivalency to a bachelor's degree in social work under the terms of s. 457.09 (4) and (4m) (b), Stats., and to qualify to take the national social work examination, a social worker training certificate holder shall demonstrate by certified transcript from an accredited college or university, sent directly to the section, that the applicant has taken at least a total of 4 courses, each consisting of a minimum of either 3 semester hours or 4 quarter hours of academic credit distributed among the following subject areas:

(a) *Social welfare policy and services.* At least one course of at least 3 semester hours or 4 quarter hours academic credit. Qualifying course work in this area shall include the history, mission and philosophy of the social work profession, the impact of social policy on health and well-being, the effect of social policy on social work practice, current social policy analysis, political and organizational processes used to influence policy, the process of policy formulation, and the framework for current social policy analysis in light of the principles of social and economic justice.

(b) *Social work practice methods with individuals, families, small groups, communities, organizations and social institutions – generalist practice methods.* At least 2 courses each consisting of at least 3 semester hours or 4 quarter hours academic credit. Qualifying coursework in these areas shall include all of the following:

1. Practice content which emphasizes professional relationships that are characterized by mutuality, collaboration, respect for the client system and incorporates use of professional social work supervision.

2. Practice assessment which focuses on the examination of client strengths and problems in the interaction among individuals and between people and their environments.

3. Knowledge, values and skills to enhance human well-being and amelioration of the environmental conditions that affect people adversely.

4. Approaches and skills for practice with clients from differing social, cultural, racial, religious, spiritual and class backgrounds and with systems of all sizes.

5. Social work values and ethics.

6. Differential assessments and intervention skills to serve diverse at-risk populations.

(c) *Human behavior in the social environment, including human growth and development, and social systems theory.* At least one course of at least 3 semester hours or 4 quarter hours academic credit. Qualifying course work in this area shall include theories and knowledge of human biological, psychological, and social development, and the impact of social and economic forces on individuals and social systems.

**(3) INTERNSHIP AND EMPLOYMENT.** To qualify to take the national social work examination, a training certificate holder shall demonstrate to the section, by written certification from his or her supervisor sent directly to the section, that he or she engaged in and successfully completed one of the following:

(a) A human services internship that was part of the program leading to the degree the certificate holder specified to satisfy the requirement in s. 457.09 (1) (c) and (4m) (b), Stats., or completed while holding the training certificate, and involved direct practice with clients and that was supervised by a social worker certified under s. 457.08, Stats., and who has a bachelor's or master's degree in social work and provides direct, on-site supervision of the intern.

1. A human services internship shall be approved by the section provided that the supervising social worker certifies on forms provided by the department that the internship provided training and experience, and the student demonstrated competency, in each of the following areas:

a. Evaluation and assessment of difficulties in psychosocial functioning of a group or another individual.

b. Developing plans or policies to alleviate those difficulties, and either carrying out the plan or referring individuals to other qualified resources for assistance.

c. Intervention planning, which may include psychosocial evaluation and counseling of individuals, families and groups; advocacy; referral to community resources, and facilitation of organizational change to meet social needs, based on subd. 1.a.

d. Knowledge of other disciplines relevant to the evaluation of clients, plans and policies to alleviate client difficulties, and intervention planning.

e. The ability to intervene effectively on behalf of diverse populations and populations most vulnerable and discriminated against, including development of cultural competence, provision of culturally competent services, and ability to collaborate with others to develop services.

f. Application of professional ethics and standards in the delivery of social work services to clients.

2. A human services internship completed prior to August 1, 1995, that otherwise qualifies under par. (a), may be approved by the section if it was supervised by a person holding a bachelor's or master's degree in social work and in good professional standing, but who was not certified under s. 457.08, Stats.

(b) One year of social work employment that was part of the program leading to the degree the certificate holder specified to satisfy the requirements in s. 457.09 (1) (c) and (4m) (b), Stats., or completed while holding the training certificate, which involved at least 400 hours of face-to-face client contact in not less than 12 months, and that was supervised by a social worker certified under s. 457.08, Stats., who has a bachelor's or master's degree in social work and who provides direct, on-site supervision of the certificate holder during the time the certificate holder is at work.

1. One year of social work employment shall be approved by the section provided that the supervising social worker certifies on forms provided by the department, that the employment provided training and experience, and the employee demonstrated competency, in each of the following areas:

a. Evaluation and assessment of difficulties in psychosocial functioning of a group or another individual.

b. Developing plans or policies to alleviate those difficulties, and either carrying out the plan or referring individuals to other qualified resources for assistance.

c. Intervention planning, which may include psychosocial evaluation and counseling of individuals, families and groups; advocacy; referral to community resources, and facilitation of organizational change to meet social needs, based on subd. 1.a.

d. Knowledge of other disciplines relevant to the evaluation of clients, plans and policies to alleviate client difficulties, and intervention planning.

e. The ability to intervene effectively on behalf of diverse populations and populations most vulnerable and discriminated against, including development of cultural competence, provision of culturally competent services, and ability to collaborate with others to develop services.

f. Application of professional ethics and standards in the delivery of social work services to clients.

2. Social work employment completed prior to August 1, 1995, that otherwise qualifies under par. (b), may be approved by the section if it was supervised by a person holding a bachelor's

or master's degree in social work and in good professional standing, but who was not certified under s. 457.08, Stats.

**(4) SUPERVISION REQUIREMENTS.** In addition to the minimum qualifications for supervisors specified in sub. (3), supervision of qualifying human services internship or employment shall include the direction of social work practice in a face-to-face individual session of at least one hour duration during each week of supervised practice of social work, and shall further comply with s. SFC 4.01 (1) (a) and (3). Supervision may be exercised by a person other than an employment supervisor.

**(5) GRANTING SOCIAL WORKER CERTIFICATION.** Subject to s. 457.26 (2), Stats., the section shall grant a social worker certificate to a training certificate holder who has demonstrated social worker degree equivalency, completed a supervised human services internship or social work employment, and passed the national social worker examination and state law examination, all as required under this section and s. 457.09, Stats.

**(6) APPROVAL OF COURSES FOR SOCIAL WORKER DEGREE EQUIVALENCY.** (a) The section may approve in advance courses offered by an accredited college or university which may be taken by a social worker training certificate holder to satisfy the requirements of sub. (2) (a) to (c).

(b) To obtain advance section approval under par. (a), an accredited college or university shall submit course syllabi at least 6 months prior to the commencement of the class. Section approval shall continue for 2 years unless the course content changes. After 2 years, course syllabi shall be resubmitted for approval.

**History:** Cr. Register, November, 1996, No. 491, eff. 12-1-96; cr. (1) (a) 1. to 3., am. (3) (a) (intro.) and (b) (intro.), Register, February, 2000, No. 530, eff. 3-1-00; **CR 01-059: cr. (6), Register March 2002 No. 555, eff. 4-1-02.**